



Course Exemption Exam Request

1. Student presents evidence to the Dean of the appropriate division indicating that prior education, training, or work experience is similar to that of the course being challenged. If sufficient evidence exists, Dean contacts appropriate advisor to confirm.
2. No later than the end of the 7th week of the quarter in which the exemption exam will be given, student meets with program advisor and obtains this Exemption Exam Request form.
3. Advisor checks student records to verify that student is eligible to attempt exemption of the course requested (criteria and procedure are listed in the WGTC catalog; please verify). The WGTC policy manual lists courses that may be attempted for exemption credit; the exam may be attempted only if the student has **never been enrolled** in the course and has met the prerequisites for the course. Students enrolled in Learning Support courses may not request exemption from a subsequent course in that area. For example, students currently enrolled in MAT 097 may not request exemption from MAT 1012. Exemption exams may be taken only once.
4. Advisor supplies the following student information and signs:

Name _____ SID# _____
 Student WGTC email _____ Phone _____
 Course to be exempted _____ Date _____
 Advisor's signature _____ Campus for exam: _____

5. Student presents signed Exemption Exam Request form to the campus cashier for fee payment. (Exemption exam fee is nonrefundable and is not covered by financial aid.)
6. Person who accepts fees checks to be sure form has been signed above by advisor and supplies the following information:

Charge for exemption exam is \$5.00 per credit hour: Credit hours _____
 Fee **X** _____
 Total _____
 Receipt # _____

Cashier's or designee's initials: _____

7. Student returns request form to the appropriate Dean, who checks it for completion, files it, and later compiles and distributes a master list of students authorized for exemption testing (no later than beginning of 10th week of quarter).
8. Proctors on each designated campus receive the list of students testing and administer exams on the designated test date (**final exam day of each quarter, 3:00-5:00 p.m., rooms TBA on each campus**).
9. Student presents completed Exemption Exam Request form and photo ID to exam proctor at scheduled time of exam, on predetermined campus.
10. Designated instructors grade exams, record results, and return forms and exams to the Dean, who supplies the following information to the Registrar the next day:

This student has passed _____ not passed _____ the exemption exam for the course listed above. Test score: _____ (Minimum passing score is 80%)

Academic Dean's Signature _____ Date _____

11. Registrar notifies student and advisor of testing results.

_____ Transcript sent to student and advisor if exam is passed
 _____ Credit denial letter sent to student and copied to advisor if exam is failed
 _____ Original to student file

Registrar's Initials _____ Date _____